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Description of document: US International Trade Commission (USITC) Enterprise Risk Management (ERM) and Meeting Record of the Performance Management and Strategic Planning Committee (PMSPC) 2019-2021

Requested date: 20-September-2021

Release date: 02-November-2021

Posted date: 13-May-2024

Source of document: Freedom of Information Act Request
Chief FOIA Officer
500 E Street, SW
Washington, DC 20436
Fax: 202-205-2104
[Online FOIA Request Form](#)

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Office of the Secretary



UNITED STATES INTERNATIONAL TRADE COMMISSION

Washington, D.C. 20436

November 2, 2021

Via email

Re: USITC Freedom of Information Act Request 21-35

This letter serves as the U.S. International Trade Commission's ("USITC") second and final interim response to your request for information under the Freedom of Information Act ("FOIA"). In your FOIA request, dated and received September 20, 2021, you requested:

A copy of the most recent USITC Risk Profile document, which is maintained by the USITC Performance Management and Strategic Planning Committee. It may be called the Enterprise Risk Profile or some similar name. I also request a copy of the meeting minutes from the meetings of the USITC Performance Management and Strategic Planning Committee during the last three years.

On October 19, 2021, we sent you an initial interim response in which we extended the 20-day time period to respond to your request to November 2, 2021. Specifically, we extended the period to respond to your request due to the need to search for, collect, and appropriately examine voluminous amounts of separate and distinct records and consult with two or more components of the USITC that have a substantial subject-matter interest in the request. In that response, we also provided you with an opportunity to reformulate the scope of your request so that we might more quickly identify the documents you are seeking and make them available to you.

We have found documents responsive to your request and have enclosed them here. We have made redactions to the documents pursuant to FOIA Exemption 2, 5 U.S.C. 552(b)(2) and Exemption 5, 5 U.S.C. § 552(b)(5). Exemption 2 concerns records that are related solely to the internal personnel rules and practices of an agency. Exemption 5 concerns information that is subject to privilege. We have also determined to withhold-in-full one document containing a total of 33 pages under FOIA Exemption 5, 5 U.S.C. § 552(b)(5).

Therefore, the disposition of your FOIA request is granted-in-part.

You may contact our FOIA Public Liaison, Sharon Bellamy, for any further assistance or to discuss any aspect of your request at: sharon.bellamy@usitc.gov or (202) 205-3258. You may also contact me at william.bishop@usitc.gov or (202) 708-4705.

The Office of Government Information Services (OGIS) offers mediation services to resolve disputes between FOIA requesters and Federal agencies as a non-exclusive alternative to litigation. Using the services of OGIS does not affect your right to pursue litigation. You may contact OGIS in any of the following ways:

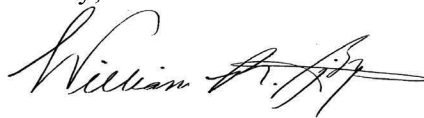
Office of Government Information Services
National Archives and Records Administration
8601 Adelphi Road-OGIS
College Park, MD 20740
E-mail: ogis@nara.gov
Telephone: 202-741-5770; Fax: 202-741-5769; Toll-free: 1-877-684-6448.

If you are not satisfied with this response to your request, you may file an administrative appeal. We must receive your appeal within 90 calendar days of the date of this letter. You should clearly indicate both on the envelope and in the letter that it is a "Freedom of Information Act Appeal." Your appeal should clearly state the grounds on which you believe this denial of access is in error. For further information on appeal procedures, see 19 C.F.R. § 201.18, attached. Address your appeal to:

The Chair
U.S. International Trade Commission
500 E Street, SW
Washington, D.C. 20436

You may also send your FOIA appeal electronically to FOIA.Appeal@usitc.gov. You should put "FOIA Appeal" in the subject line, and the body of your email should contain a description of the appeal, as well as note the FOIA # you are appealing.

Sincerely,



William R. Bishop
Supervisory Hearings and Information Officer

Attachments

Performance Management and Strategic Planning (PMSPC) Meetings
October 9, 2018
Enterprise Risk Management (ERM)
Meeting Record

Attendees:

(b) (5) [Redacted]
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- (b) (5) [Redacted]
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Upcoming Deliverables:

- (b) (5) [Redacted]
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Action Items:

- (b) (5) [Redacted]

Performance Management and Strategic Planning (PMSPC) Meetings
January 31, 2019 and February 7, 2019
Enterprise Risk Management (ERM)
Meeting Record

Attendees:

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Performance Management and Strategic Planning (PMSPC) Meeting
March 12, 2019
Enterprise Risk Management (ERM)
Meeting Record

Attendees:

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Action Items:

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Performance Management and Strategic Planning (PMSPC) Meeting
May 14, 2019
Enterprise Risk Management (ERM)
Meeting Record

Attendees:

(b) (5) [Redacted]

Part 1 – Additional Attendees:

(b) (5) [Redacted]

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Action Items:

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Performance Management and Strategic Planning (PMSPC) Meeting
June 19, 2019
Enterprise Risk Management (ERM)
Meeting Record

Attendees:

(b) (5) [Redacted]

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(b) (5) [Redacted]

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(b) (5) [Redacted]

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Action Items:

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Performance Management and Strategic Planning (PMSPC) Meeting
September 25, 2019
Enterprise Risk Management (ERM)
Meeting Record

Attendees:

(b) (5) [Redacted]

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Action Items:

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Action Items:

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Action Items:

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Performance Management and Strategic Planning (PMSPC) Meeting
March 25, 2020
Enterprise Risk Management (ERM)
Meeting Record

Attendees:

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Meeting Summary:

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Action Items:

(b) (5) [Redacted text block]

Performance Management and Strategic Planning (PMSPC) Meeting
April 7, 2020
Enterprise Risk Management (ERM)
Meeting Record

Attendees:

(b) (5)

Meeting Summary:

(b) (5)

[Redacted meeting summary content]

(b) (5)

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Performance Management and Strategic Planning (PMSPC) Meeting
April 14, 2020
Enterprise Risk Management (ERM)
Meeting Record

Attendees:

(b) (5)

Meeting Summary:

(b) (5)

[Redacted meeting summary content]

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Action Items:

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Action Items:

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Performance Management and Strategic Planning (PMSPC) Meeting
June 9, 2020
Enterprise Risk Management (ERM)
Meeting Record

Attendees:

(b) (5)

Meeting Summary:

(b) (5)

Action Items:

(b) (5)

Performance Management and Strategic Planning (PMSPC) Meeting
June 16, 2020
Enterprise Risk Management (ERM) for Budget
Meeting Record

Attendees:

(b) (5) [Redacted]

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Action Items:

- (b) (5) [Redacted]
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Performance Management and Strategic Planning (PMSPC) Meeting
July 21, 2020
Enterprise Risk Management (ERM) Statement of Assurance Review
Meeting Record

Attendees:

(b) (5) [Redacted]

Meeting Summary:

(b) (5) [Redacted]

Action Items:

(b) (5) [Redacted]

Performance Management and Strategic Planning (PMSPC) Meeting
August 11, 2020
Enterprise Risk Management (ERM) Meeting Record

Attendees:

(b) (5)

Meeting Summary:

(b) (5)

[Redacted meeting summary content]

Performance Management and Strategic Planning (PMSPC) Meeting
September 23, 2020
Enterprise Risk Management (ERM) Meeting Record

Attendees:

(b) (5)

Meeting Summary:

(b) (5)

[Redacted Meeting Summary Content]

(b) (5) [Redacted]

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Action Items:

(b) (5) [Redacted]

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Performance Management and Strategic Planning (PMSPC) Meeting
October 14, 2020
Enterprise Risk Management (ERM) Meeting Record

Attendees:

(b) (5)

Meeting Summary:

(b) (5)

[Redacted Meeting Summary Content]

(b) (5)

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Action Items:

(b) (5)

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Performance Management and Strategic Planning (PMSPC) Meeting
November 10, 2020
Enterprise Risk Management (ERM) Meeting Record

Attendees:

(b) (5)

Meeting Summary:

(b) (5)

[Redacted meeting summary content]

(b) (5) [Redacted]

Performance Management and Strategic Planning (PMSPC) Meeting
December 8, 2020
Enterprise Risk Management (ERM) Meeting Record

Attendees:

(b) (5) [Redacted Attendees List]

Meeting Summary:

(b) (5) [Redacted Meeting Summary]

Action Items:

- (b) (5) [Redacted]
- [Redacted]
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Performance Management and Strategic Planning Committee (PMSPC) Meeting
January 14, 2021
Enterprise Risk Management (ERM) Meeting Record

Attendees:

(b) (5)

Meeting Summary:

(b) (5)

[Redacted meeting summary content]

Action Items:

(b) (5) [Redacted text block]

Performance Management and Strategic Planning Committee (PMSPC) Meeting
February 11, 2021
Enterprise Risk Management (ERM) Meeting Record

Attendees:

(b) (5)

Meeting Summary:

(b) (5)

[Redacted meeting summary content]

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Action Items:

(b) (5) [Redacted text block]

Performance Management and Strategic Planning Committee (PMSPC) Meeting
March 11, 2021
Enterprise Risk Management (ERM) Meeting Record

Attendees:

(b) (5)

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Meeting Summary:

(b) (5)

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Action Items:

(b) (5) [Redacted]

Performance Management and Strategic Planning Committee (PMSPC) Meeting
April 8, 2021
Enterprise Risk Management (ERM) Meeting Record

Attendees:

(b) (5)

Meeting Summary:

(b) (5)

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Action Items:

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Meeting Record – November 27, 2018

Performance Management and Strategic Planning Committee

Purpose of the Meeting: Quarterly Performance Review – 4th quarter/EOY (Part 1)

Meeting Leaders: Catherine DeFilippo and Linda Linkins

Attendees: (b) (5)

Goal: (b) (5)

Agenda Item/performance review discussion

Strategic Objective 1.1— (b) (5)

1.11 Conclude investigations into alleged section 337 violations within timeframes that are consistent with the URAA implementing report by FY 2022 – (b) (5)

(b) (5)

1.12 – Improve the timeliness of ancillary proceedings by reducing the average length of ancillary proceedings – (b) (5)

1.13 – Issue and receive 95 percent of import injury investigation questionnaires electronically in 2015-19 – (b) (5)

1.14 – Deliver 100% of import injury investigation determinations and reports by the statutory deadline –

1.15 – Continue using the evaluation process, and improve agency decision-making based on judicial and NAFTA panel remands – (b) (5)

1.16 – Individual offices complete their portions of section 337 modifications and advisory proceedings under the pilot program within specified timeframes – (b) (5)

(b) (5)

Strategic Objective 1.2 – (b) (5)

1.21 – Leverage existing and developing technologies to improve the flow of information to interested parties and the general public during FY 2018 – FY 2022

(b) (5)

(b) (5)

1.22 – Post information on import injury investigation case webpages within specific timeframe –

(b) (5)

1.23 – Staff conducts outreach to bar groups and others to ensure they understand Commission capabilities and process – (b) (5)

1.24 – Issue regular feedback survey to external stakeholders to assess effectiveness and efficiency of processes and procedures. Implement proposed new processes/procedures as appropriate – (b) (5)

1.25 – Post documents to EDIS within specified time frame – (b) (5)

1.26 – Post public versions of confidential Section 337 Final IDs and Commission opinions within specified timeframes – (b) (5)

Strategic Objective 2.1 – (b) (5)

2.11 – Identify and prioritize areas to improve capabilities to analyze important new issues in trade and industry competitiveness through 2022–

(b) (5)

2.12 – Improved analytical tools and new capabilities are reflected in statutory work products through FY 2022

(b) (5)

2.13 – Improve processes to identify and correct errors at the prepublication stage for HTS files through 2022

(b) (5)

2.14 – Improve the HTS Search function based on ongoing analysis of user search results during FY 2018–FY 2022

(b) (5)

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Strategic Objective 2.2 ((b) (5))

2.21 – Engage Commission customers and other U.S. and international experts to enhance agency capabilities to provide effective and responsive analysis, data, and nomenclature services –

(b) (5)

(b) (5)

2.22 – Improve utility of tariff and trade information for customers and the public by developing and producing digital and interactive Commission products by FY 2022

(b) (5)

2.23 – Improve timeliness of tariff and customs information provided in response to emails submitted through online help system – (b) (5)

2.24 – Improve the transparency of Commission fact-finding investigations by providing underlying data when appropriate (b) (5)

Next Steps:

Time Started: 1:00 pm

Time Stopped: 1:55 pm

Meeting Record – November 29, 2018

Performance Management and Strategic Planning Committee

Purpose of the Meeting: Quarterly Performance Review – 4th Quarter (Part 2)

Meeting Leaders: Catherine DeFilippo and Linda Linkins

Attendees: (b) (5)

Meeting objective: (b) (5)

Agenda item/performance review discussion

Management Objective M 1.1 – (b) (5)

M1.11 – Improve employee satisfaction and commitment to the agency as measured by the FEVS by achieving continuous improvement by FY 2022

(b) (5)

M1.12 – Increase stakeholder satisfaction with the extent to which recruiting efforts bring in the right human capital in an efficient way – (b) (2), (b) (5)

M1.13 – All position descriptions for onboard personnel are reviewed and revised within the last four years to ensure that they are up to date (FY 2018-2022) – (b) (2), (b) (5)

M1.14 – Improve stakeholder satisfaction regarding opportunities for professional development to help retain human capital – (b) (2), (b) (5)

M1.15 – Foster an inclusive workplace environment by improving training and development opportunities through FY 2022

M1.15(a) – Identify and implement project-based or rotational/developmental details within the Commission – (b) (2), (b) (5)

M1.15(b) – Sponsor opportunities for Commission staff to participate in a variety of leadership development programs – (b) (2), (b) (5)

Management Objective M1.2 – (b) (5)

(b) (5)

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(b) (5)

Management Objective M1.3 (b) (5)

M1.31 – Improve delivery of IT solutions to better support the Commission customers through 2022

(b) (5)

M1.32 – Ensure a robust security posture by successfully developing capabilities consistent with government-wide cyber security priorities

(b) (5)

(b) (5)

M1.32(e) – HSPD-12 required for remote access to the network – (b) (5)

M1.33 - Improve integrity, delivery, and usability of USITC information assets by enabling access to 100% of the Commission’s major datasets using Open Data-compliant machine-readable formats by the end of FY 2022

(b) (5)

M1.34 – Utilize cloud services where feasible to reduce infrastructure resource requirements, increase flexibility to scale solutions as needed, and expand solution options for business units – (b) (5)

(b) (5)

Management Objective M1.4 – (b) (5)

M1.41 – Improve the production and timely delivery of Commission products and identify other process improvements that can be made throughout the agency by evaluating and implementing improved processes – (b) (5)

M1.42 – Maintain an agency portfolio of enterprise risks through FY 2022

(b) (5)

M1.43 – Redesign policies and procedures for managing the system of internal rules and update all content within it through FY 2022

(b) (5)

(b) (5)

M1.44 – Improve 508 compliance of agency information through FY 2022 – (b) (5)

M1.46 – Improve resource use, performance management, and internal controls by utilizing business intelligence software to develop and provide Commission managers with useful management reports through FY 2022

(b) (5)

M1.47 – Make continuous improvements to the Commission’s web presence, including use of other evolving technologies (e.g., mobile applications, streaming video, rich Internet capabilities) that benefit Commission customers and lead to improvements in user satisfaction. – (b) (5)

M1.48 – Monitor and ensure the safety and security of our workplace through FY 2022.

(b) (5)

Next Steps:

Time Started: 1:00 pm

Time Stopped: 2:10 pm

Meeting Record – February 7, 2019

Performance Management and Strategic Planning Committee

Purpose of the Meeting: Quarterly Performance Review – 1st quarter

Meeting Leaders: Catherine DeFilippo and Linda Linkins

Attendees: (b) (5)

Goal: (b) (5)

Agenda Item/performance review discussion

Strategic Objective 1.1—(b) (5)

- (b) (5)

Strategic Objective 1.2 —(b) (5)

(b) (5)

Strategic Objective 2.1—(b) (5)

(b) (5)

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Strategic Objective 2.2 ((b) (5))

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Management Objective M 1.1—((b) (5))

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Management Objective M1.2—((b) (5))

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Management Objective M1.3 (b) (5))

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Management Objective M1.4 — (b) (5))

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Next Steps:

Time Started: 1:00 pm

Time Stopped: 2:15 pm

Meeting Record – April 25, 2019

Performance Management and Strategic Planning Committee

Purpose of the Meeting: Quarterly Performance Review – 2nd quarter

Meeting Leaders: Catherine DeFilippo and Linda Linkins

Attendees: (b) (5)

Goal: (b) (5)

Agenda Item/performance review discussion

Strategic Objective 1.1—(b) (5)

(b) (5)

Strategic Objective 1.2 —(b) (5)

(b) (5)

Strategic Objective 2.1— (b) (5))

- (b) (5) [Redacted]
- [Redacted]
- [Redacted]

Strategic Objective 2.2 ((b) (5))

- (b) (5) [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

Management Objective M 1.1— (b) (5))

- (b) (5) [Redacted]
- [Redacted]
- [Redacted]

Management Objective M1.2— (b) (5)

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[Redacted text block]

Management Objective M1.3 (b) (5)

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[Redacted text block]

Management Objective M1.4 — (b) (5))

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[Redacted content]

Next Steps:

Time Started: 11:00 am

Time Stopped: 12:15 pm

Meeting Record – July 18, 2019

Performance Management and Strategic Planning Committee

Purpose of the Meeting: Quarterly Performance Review – 3rd quarter

Meeting Leaders: Catherine DeFilippo

Attendees: (b) (5)

Goal: (b) (5)

Agenda Item/performance review discussion

Strategic Objective 1.1 – (b) (5)

(b) (5)

Strategic Objective 1.2 – (b) (5)

(b) (5)

Strategic Objective 2.1—(b) (5)

(b) (5)

(b) (5)

Strategic Objective 2.2 (b) (5)

(b) (5)

(b) (5)

Management Objective M 1.1—(b) (5)

(b) (5)

Management Objective M1.2—(b) (5)

(b) (5)

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Management Objective M1.3 (b) (5))

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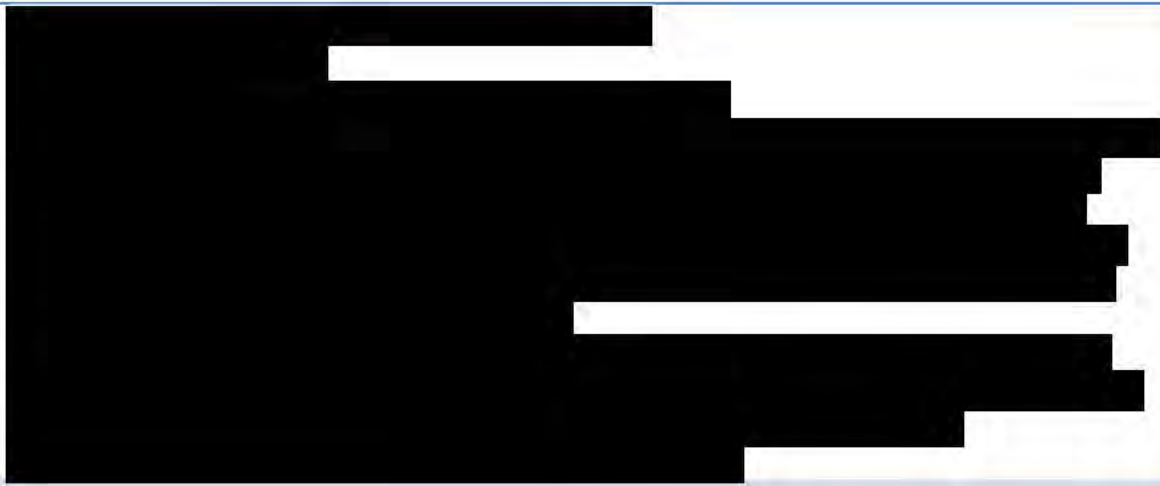
[Redacted text block]

Management Objective M1.4 — (b) (5))

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Next Steps:

Time Started: 2:00 pm

Time Stopped: 3:15 pm

Meeting Record – November 19, 2019

Performance Management and Strategic Planning Committee

Purpose of the Meeting: Quarterly Performance Review – 4th quarter

Meeting Leaders: Catherine DeFilippo, Linda Linkins

Attendees: (b) (5)

Goal: (b) (5)

Agenda Item/performance review discussion

Strategic Objective 1.1 – (b) (5)

(b) (5)

(b) (5)

Strategic Objective 1.2 – (b) (5)

(b) (5)

(b) (5)

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(b) (5)

[Redacted]

Strategic Objective 2.1— (b) (5))

(b) (5)

[Redacted]

Strategic Objective 2.2 (b) (5))

(b) (5)

[Redacted]

Management Objective M 1.1— (b) (5))

(b) (5)

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Management Objective M1.2—(b) (5)

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Management Objective M1.3 (b) (5)

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[Redacted content]

Management Objective M1.4 — (b) (5)

(b) (5)

[Redacted content]

Next Steps:

Time Started: 2:00 pm

Time Stopped: 3:15 pm

Meeting Record – January 29, 2020

Performance Management and Strategic Planning Committee

Purpose of the Meeting: Quarterly Performance Review – 1st quarter

Meeting Leaders: Catherine DeFilippo, Linda Linkins

Attendees: (b) (5)

Goal: (b) (5)

Agenda Item/performance review discussion

Strategic Objective 1.1—(b) (5)

(b) (5)

Strategic Objective 1.2 —(b) (5)

(b) (5)

(b) (5)

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Strategic Objective 2.1—(b) (5)

(b) (5)

[Redacted text]

Strategic Objective 2.2 (b) (5)

(b) (5)

[Redacted text]

Management Objective M 1.1—(b) (5)

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Management Objective M1.2— (b) (5)

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Management Objective M1.3 (b) (5)

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Management Objective M1.4 — (b) (5))

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Next Steps:

Time Started: 11:00 am

Time Stopped: 12:20 pm

Meeting Record – April 22, 2020

Performance Management and Strategic Planning Committee

Purpose of the Meeting: Quarterly Performance Review – 2nd quarter

Meeting Leaders: Catherine DeFilippo, Linda Linkins

Attendees: (b) (5)

Goal: (b) (5)

Agenda Item/performance review discussion

Strategic Objective 1.1—(b) (5)

(b) (5)

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(b) [Redacted text block]

Strategic Objective 1.2 — (b) (5) [Redacted]

(c) [Redacted text block]

Strategic Objective 2.1 — (b) (5) [Redacted]

(b) (5)

[Redacted text block]

Strategic Objective 2.2 (b) (5)

(b) (5)

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Management Objective M 1.1—(b) (5)

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Management Objective M1.2—(b) (5)

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Management Objective M1.3 (b) (5)

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Management Objective M1.4 — (b) (5))

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Next Steps:

Time Started: 1:00 pm

Time Stopped: 2:37 pm

Meeting Record – July 15, 2020

Performance Management and Strategic Planning Committee

Purpose of the Meeting: Quarterly Performance Review – 2nd quarter

Meeting Leaders: Catherine DeFilippo, Linda Linkins

Attendees: (b) (5)

Goal: (b) (5)

Agenda Item/performance review discussion

Strategic Objective 1.1 – (b) (5))

(b) (5)

Strategic Objective 1.2 – (b) (5))

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Strategic Objective 2.1—(b) (5)

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Strategic Objective 2.2 (b) (5)

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Management Objective M 1.1— (b) (5))

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[Redacted text]

Management Objective M1.2— (b) (5))

(b) (5)

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Management Objective M1.3 (b) (5))

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Management Objective M1.4 — (b) (5))

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[Redacted text block]

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Next Steps:

Time Started: 3:00 pm

Time Stopped: 4:10 pm

Meeting Record – October 29, 2020

Performance Management and Strategic Planning Committee

Purpose of the Meeting: Quarterly Performance Review – 4th quarter

Meeting Leaders: Catherine DeFilippo, Linda Linkins

Attendees: (b) (5)

Goal: (b) (5)

Agenda Item/performance review discussion

Strategic Objective 1.1—(b) (5)

(b) (5)

Strategic Objective 1.2 —(b) (5)

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Strategic Objective 2.1—(b) (5) [Redacted text block]

Strategic Objective 2.2 (b) (5) [Redacted text block]

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Management Objective M 1.1—(b) (5)

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Management Objective M1.2—(b) (5)

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Management Objective M1.3 (b) (5))

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[Redacted content for Management Objective M1.3]

Management Objective M1.4 — (b) (5))

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[Redacted content for Management Objective M1.4]

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Next Steps:

Time Started: 11:00 am

Time Stopped: 12:05 pm

Meeting Record – January 26, 2021

Performance Management and Strategic Planning Committee

Purpose of the Meeting: Quarterly Performance Review – 1st quarter

Meeting Leaders: Catherine DeFilippo, Linda Linkins

Attendees: (b) (5)

Goal: (b) (5)

Agenda Item/performance review discussion

Strategic Objective 1.1— (b) (5))

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Strategic Objective 2.1— (b) (5)

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Management Objective M1.3 ((b) (5))

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Management Objective M1.4 — ((b) (5))

(b) (5)

- █ [Redacted]



Next Steps:

Time Started: 3:00 pm

Time Stopped: 4:05 pm

Meeting Record – April 19, 2021

Performance Management and Strategic Planning Committee

Purpose of the Meeting: Quarterly Performance Review – 2nd quarter

Meeting Leaders: Catherine DeFilippo, Linda Linkins

Attendees: (b) (5)

Goal: (b) (5)

Agenda Item/performance review discussion

Strategic Objective 1.1—(b) (5)

- (b) (5)
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- (b) (5)
- (b) (5)
- (b) (5)

Strategic Objective 1.2 —(b) (5)

- (b) (5)

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Strategic Objective 2.1—(b) (5)

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Strategic Objective 2.2 (b) (5)

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Management Objective M 1.1— (b) (5))

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Management Objective M1.2— (b) (5))

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Management Objective M1.3 (b) (5)

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Management Objective M1.4 — (b) (5)

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Next Steps:

Time Started: 3:00 pm

Time Stopped: 3:55 pm

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Strategic Objective 2.1—(b) (5)

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Strategic Objective 2.2 (b) (5)

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Management Objective M 1.1—(b) (5)

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Management Objective M1.2—(b) (5)

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Management Objective M1.3 (b) (5)

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Management Objective M1.4 — (b) (5)

(b) (5)



Next Steps:

Time Started: 3:00 pm

Time Stopped: 3:58 pm